

Appendix Q

Inventory Procedure

Semiannual inventories are required to account for the sealed sources contained in portable gauges possessed under a radioactive materials license. To ensure accountability of radioactive material, the procedure described below will be followed.

Physical Inspection

Every 6 months the general condition of each gauge will be evaluated to determine if any damage to the source housing or shielding has occurred. The inspection will also verify that all of the identification and warning labels remain attached.

If the inspection reveals missing labels or apparent damage, the device will be immediately returned to its transportation case and removed from service until the problem can be corrected. Any apparent damage to the gauge will be reported to the Radiation Safety Officer immediately. If excessive radiation levels are discovered, notify the Nebraska Health and Human Services Regulation and Licensure, Radioactive Materials Program.

Inventory Records

A semiannual inventory record will be retained for 3 years from the date of the inventory. The attached inventory form (or equivalent) will be used. Relevant inventory information includes:

- Device Manufacturer, Model Number and Serial Number
- Source Manufacturer, Model Number and Serial Number
- Source Activity
- Location
- Condition
- Date of Inventory

Signature of the Radiation Safety Officer (or designee)